

NATIONAL GUARD ASSISTANT PROGRAM (NGAP)

POSITION DESCRIPTION

1. Position Title: Assistant to the Director, Defense Information Systems Agency (DISA)	2. Auth Grade: 07	3. Effective Date: 15 Jul 02
4. Headquarters: 5. Reporting Senior: 6. Duty Location: Arlington, VA Mail:	7. Telephone Commercial: DSN : Secure no./type system: IVSN: Data Fax: Secure Fax:	

8. Position Description:

Duties:
 Organize, direct and manage the DISA and all assigned resources consistent with DoD Directive 5105.19

Assure the Agency is postured to meet wartime mobilization, contingency support, and disaster relief requirements

Determine, implement, and direct joint reserve programs to assure DISA's total force is prepared to provide worldwide C4I support in peacetime and in war

Serves as President of DISA's Joint Reserve Forces Advisory Council

Manages over 10,000 staff and technical personnel composed of headquarters and field activities

Military strength, active and reserve, is over 2,300 representing the four services

DISA operations various locations, seven field commands that directly support the CINCs, and a major field organization which includes 16 Defense megacenters throughout the country

During wartime, augments the DISA active duty staff and assist the director in surging the Agency to meet requirements

Implements war plans and contingency operations

Manages recall of members of the DISA Joint Reserve Force to active duty

Accelerate and surge all Agency contingency support programs and increased operations tempo

9. Special Qualifications/Requirements/Restrictions:
 Master's of Science degree in Computer Science, Engineering or Industrial management

Substantive demonstrated experience in C3 and information systems

Security Clearance: Top Secret

This position is M-Day/drill status only

Must have a minimum of 17 years satisfactory service

Must be able to complete a minimum 3 years in the assignment before mandatory removal date/mandatory separation date (MRD/MSD)

Completion of senior service school required

Must be Federally recognized in the authorized grade (line), hold a Certificate of Eligibility for the authorized grade (line), pending Senate confirmation in the authorized grade, or be eligible to meet the General Officer Federal Recognition Board following selection